

~~CONFIDENTIAL~~OF 0727-86
5 November 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Acquisition of Commercial Parking in Rosslyn

1. It is requested that the Office of Finance be authorized to lease commercial parking spaces in the Rosslyn area for OF employees assigned to Key Building. At present we have 27 employees on the waiting list, ranging in grade up to GS-14, some of whom have been on the list for as long as 13 months. In addition, OF has approximately 20 unfilled positions in Key Building, positions we hope to fill in the near future. We also hope to occupy additional office space in Key Building when FBIS moves to Reston, and we project the need for an additional 20 parking spaces at that time.

2. We view the lack of parking as detrimental to our staffing needs. Internal Agency vacancy notices for secretaries and professionals have brought few responses. External recruiting for new employees is difficult enough, but without being able to guarantee an applicant paid parking, when it is general knowledge that most government employees park free, makes the task that much harder. Finally, employee morale must also be considered. In an office which is more than 10% under strength, everyone is being asked to shoulder more than their share of the workload. While OF has tried to be as fair as possible in the allocation of available Key Building parking spaces, taking account of work schedules, predictable overtime requirements, and mobility problems, as well as grade and waiting period, there are bound to be employees who feel that they are being shortchanged.

3. A recent survey done by OF indicates that nearby--but not adjacent--parking is available for as little as \$45 per month. If this request is approved, OF will use the authority to lease parking at the \$45 rate. Another survey indicated that a limited number of employees would retain their present carpool/vanpool arrangements, but would like to have the flexibility to obtain parking on a daily basis when required to work overtime, or for some other official need. We feel that leasing a limited number of spaces for general usage would be both cost effective and productivity enhancing.

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4. It is requested that OF be authorized to lease 30 spaces immediately, to accommodate those employees currently on the waiting list and for general usage, and subject to the availability of funds, to add up to an additional 40 spaces as our vacant slots are filled and external elements are moved to Rosslyn. Funds to cover the additional 30 spaces at \$45 each per month--\$540 per space or \$16,200 for 30 spaces--are available in the FY 1987 budget.



Allen R. Elkins

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APPROVED:



Nov 17, 1986

Date

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APPROVED: *Provided (a) that this special action be reviewed in October 1987 with a view to determining if it had the desired effect and (b) that the requesting organization pay for the parking acquired for this action.